

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

Title of Position:	DEPUTY DIRECTOR, COMMUNITY OUTREACH & PUBLIC RELATIONS	Classification Code:	00672400
Salary Range:	Gr. 8829A \$51,952 - \$58,824	Reference Position Number:	271011500-#11
Department or Agency Name:	JUDICIAL	Application Period:	SEPTEMBER 20-29,2006
Division/Section/Unit:	SUPREME COURT		
Shifts and Days:	MONDAY - FRIDAY DAYS	Job Location:	PROVIDENCE
Restrictions/Limitations:	PENDING AVAILABILITY OF FUNDS		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

- |  |                                  |
|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\*In certain agencies, bargaining union applicants will receive preferential consideration according to contract

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

**DUTIES /RESPONSIBILITIES:**

COORDINATE EDUCATION AND OUTREACH FOR JUDICIARY PROGRAMS. INVOLVES UPDATING AND COORDINATING THE IMPLEMENTATION OF JUDICIARY'S "JUSTICE RULES" IN SCHOOLS, SCHOOL-BASED PROGRAMS, AND OTHER COMMUNITY SETTINGS. DEVELOP PARTNERSHIPS WITH REPRESENTATIVES OF THE JUDICIARY, LAW SCHOOLS, RHODE ISLAND BAR ASSOCIATION, AND COMMUNITY GROUPS TO EDUCATE/INFORM STUDENTS AND ADULTS ABOUT THE JUDICIAL BRANCH. DEVELOP EDUCATIONAL MATERIALS AND PAMPHLETS, COORDINATE COURTHOUSE TOURS, COMMUNITY EVENTS, AND CAREER FAIRS. ASSIST DIRECTOR WITH IN-HOUSE PUBLICATIONS, SPEECH-WRITING, MEDIA RELATIONS, TV SHOW PRODUCTION AND OTHER RELATED DUTIES.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

B.A. FROM A COLLEGE OF RECOGNIZED STANDING. MUST HAVE EXCELLENT INTERPERSONAL, ORGANIZATIONAL, AND COMMUNICATIONS SKILLS, BOTH ORAL AND WRITTEN, AS WELL AS THE ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM. EXPERIENCE WITH AND KNOWLEDGE OF LAW-RELATED EDUCATION, STATE EDUCATION STANDARDS, AND CIVICS, AS WELL AS A WORKING KNOWLEDGE OF THE RHODE ISLAND JUDICIAL SYSTEM. MUST RELATE WELL WITH CHILDREN/STUDENTS OF ALL AGES, BE COMFORTABLE PARTICIPATING IN SMALL-TO- LARGE PUBLIC EVENTS, AND POSSESS THE ABILITY TO TRANSLATE LEGAL JARGON INTO LAYPERSON'S LANGUAGE. WRITING EXPERIENCE, PARTICULARLY SPEECHES, FAMILIARITY WITH THE WORKING OF NEWS MEDIA, AND ABILITY TO MAINTAIN CONFIDENTIAL INFORMATION NECESSARY.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**STEPHEN A. KING, ASSISTANT STATE COURT ADMINISTRATOR  
EMPLOYEE RELATIONS  
250 BENEFIT STREET  
PROVIDENCE, RI 02903  
FAX: 401-222-2625**

**TDD#: 401-222-3269**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.